

Welcome to the Webinar!

Board Governance 101

We will be starting soon.



The National Charter School Resource Center is funded by the U.S. Department of Education's Office of Innovation and Improvement and administered by American Institutes for Research, under contract number ED-04-CO-0109/0004.



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About the Resource Center

The **U.S. Department of Education** is committed to promoting effective practices, providing technical assistance, and disseminating the resources critical to ensuring the success of charter schools across the country. To that end, the Education Department, under a contract with American Institutes for Research, has developed the **National Charter School Resource Center**.

Presenter

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Board Governance 101

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Senior Vice President of School Services



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Today's Agenda

- Legal Roles and Responsibilities
- 5 Core Functions
- Key Areas of Oversight
- Assessing Board Practice



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Basic Board Duties

- Duty of Care

- The duty of care describes the level of competence that is expected of a board member, and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he/she makes a decision as a steward of the organization.



Basic Board Duties

- **Duty of Loyalty**

- The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.



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Basic Board Duties

- **Duty of Obedience**
 - The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.



Basic Board Functions

- **Priority Functions**
 - Select, support and evaluate the school leader
 - Support the mission of the school and monitor progress towards fulfilling the mission
 - Develop and monitor organizational/strategic planning
 - Ensure adequate resources and financial viability
 - Recruit new board members and assess board performance



Selecting, Supporting, and Evaluating the Administrator

- Be strategic in your search
- Make sure the candidate's philosophy aligns with the school's mission and vision
- Check references
- Develop a realistic job description
- Be clear about the board's and administrator's roles
- Establish trust!
- Agree on evaluation criteria, measurable objectives, and timelines



Promoting the Vision and Mission

- The vision/mission statements should be clearly communicated to all stakeholders
- The vision/mission should unite members of the community toward a common goal
- A strong mission statement will guide administration on how to implement the vision...are you who you say you are??????



Implementing the Vision and Mission

- Should be posted near the school entrance and in each classroom
- Should be on all major publications (parent/student handbook, employee handbook, web site, marketing)
- Should guide the development of the board's strategic plan
- Should be at the front of each board book
- Should be read at the beginning of every board meeting



Strategic Planning

- Strategic planning takes a grand vision & turns it into a roadmap for the future.
- It's the process to provide direction to the school and meaning to day-to-day activities.
- It examines a school's values, current status, & environment, and relates those factors to the school's future state, usually expressed in 3-5 year periods.



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The Strategic Planning Team

- Charter board, administrator and any other key individuals
- Include a variety of backgrounds, personalities and thinking styles
- Include others through direct/indirect means
- The leader of the planning process should be neutral (not the board president or administrator)



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Strategy Formulation

- Vision & mission statement review
- SWOT analysis
- Review of existing school plan(s)
- Long-term goals (5-10 yrs)
- Short-term objectives (1-3 yrs)
- Baseline/current status
- Position (not person) responsible
- Fiscal impact
- Reporting milestones



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The Value of Strategic Planning

- Increases the likelihood of the school's success
 - Everyone is working toward the same vision, with the same resources and with the same endpoints in mind
- Builds a shared vision for all stakeholders
 - Puts the vision into specific objectives that can be tracked
- Garneres broad-based support
 - Can be used to gather support from community organizations/funders



Key Areas of Oversight

- Academic

- What data do we have? What does it mean? What is our plan to improve?

- Financial

- Is the budget aligned with the mission?

Are there policies/checks and balances in place? Is there a structured Finance Committee? What reports do we receive/when?

- Operational

- Are critical documents aligned?
Does our board function well?



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Board Training Essentials

- Determine training needs
- Ensure at least a basic level of training annually
- Establish new board member orientation and mentor relationship
- Provide binder of docs such as charter school application, charter contract with waivers, financial statements, accountability plans, etc.
- Make certain the board is properly governing itself through conflict of interest, complaint, crisis, and communication policies
- Know your own personal liability: understand the school's D & O insurance coverage



Annual Review and Evaluation

- Are we in compliance with our charter contract?
- Are we meeting the mission and vision of the school?
- Are we achieving the school and board goals?
- How well are our students performing?
- Are we attracting new students to the charter school and retaining students currently enrolled in the charter school?
- How well is our staff performing?
- Are we attracting and retaining skilled, dedicated paid staff and volunteers?
- What is the level of involvement of parents?
- What is our overall financial performance? Is our revenue structure balanced? Are we deploying our funds appropriately and according to the approved budget of the charter school?
- How well are we acquiring the resources we need?
- How well are we using and managing our resources?



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Questions?

- Resources:

www.boardtrainingmodules.org

www.reachthehighbar.com

www.BrianLCarpenter.com

www.NationalCharterSchools.org



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Thank you!

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Questions?



Raise your hand or enter your question in the chat box
on the left side of your screen.

Thank you for participating.

- Learn more about future webinars in the ELL series hosted by the National Charter School Resource Center:
<http://registration.airprojects.org/NCSRCELL/register.aspx>
- This webinar will be archived at the following website:
<http://www.charterschoolcenter.org/webinars/>
- Please share your feedback with us through the evaluation.

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